

MONROE COUNTY

JOB DESCRIPTION

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| Position Title: SUPERVISOR SOCIAL WORKER | | Date: 6/13/2000 |
| Position Level: 9 | FLSA Status: Exempt | Class Code: 9-5 |

GENERAL DESCRIPTION

Primary function is to interview applicants requesting assistance and determine eligibility under existing laws and regulations. Position is responsible in supervising the Middle or Upper Keys office.

KEY RESPONSIBILITIES

1. Interview clients and complete intake forms.*
2. Advise clients of assistance and eligibility.
3. Counsel clients in their personal budgets, community resources, and dealing with future needs.
4. Refer clients and act as liaison with other departments and agencies.*
5. Conduct investigations for determining eligibility.
6. Case management, formulate, revise and review case plans.*
7. Compile statistics and prepare reports.
8. Perform periodic field work and home visits.
9. Coordinate the schedules of office staff and distribute work.*
10. Perform some clerical work, including data entry, letter writing and applications for clients.
11. Submits bills for payment and seeks reimbursement and repayment to Monroe County for assistance rendered.
12. Special projects as assigned including disaster preparedness and disaster relief services.
13. Performs other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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| Position Title: SUPV, SOCIAL WORK | Class Code: 9-5 | Position Level: 9 |
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| KEY JOB REQUIREMENTS | |
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| <i>Education:</i> | Bachelor's Degree required. Major(s) required: Social Work, Sociology, Psychology or related field. |
| <i>Experience:</i> | 2 to 3 years. |
| <i>Impact of Actions:</i> | Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department. |
| <i>Complexity:</i> | Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. |
| <i>Decision Making:</i> | Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions. |
| <i>Communication with Others:</i> | Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level. |
| <i>Managerial Skills:</i> | Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance. |
| <i>Working Conditions/Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. |
| <i>On Call Requirements:</i> | On Call 24 Hours Pending Disasters. |
| <i>Other:</i> | Word processing and data entry computer experience; a valid FL drivers license; possession of a vehicle for home and field visits. |

| APPROVALS | | |
|------------------------------|------------------|-------------|
| <i>Department Head:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>Division Director:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>County Administrator:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____